

SECRET

MEMORANDUM FOR : Director of Security

SUBJECT : CIA Investigative and Polygraph
Program

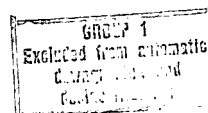
1. With the publication of Federal Personnel Manual Letter 736, the Chairman, Civil Service Commission, announced a set of Government-wide standards applicable to the conduct of full field investigations and the use of the polygraph in the competitive service and expressed the hope that equivalent standards would be adopted by agencies in the excepted service.

2. Your Office is requested to establish written criteria for polygraph and investigations which will ensure an effective personnel security program but still guarantee to the extent possible our applicants and employees the same protection against invasion of privacy as provided members of the competitive service.

3. Further, you are to ensure that the part of the polygraph program supporting the Clandestine Services guarantees such rights against invasion of privacy as operational considerations may permit.

4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph and investigative programs of the Agency and to revise them where necessary to comply with the spirit of the CSC letter. This is to be followed by the preparation of regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

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5. I shall look to the Executive Director-Comptroller to serve as the high-level official charged with monitoring of poly-graph operations and investigations to prevent abuses or unwarranted invasions of privacy and to report to me at least once a year on this matter.

Richard Helms
Director

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CIA Investigative and Polygraph Program

FROM:

Richard Helms
Director

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Security
Room 4E-60

2.

3.

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SECRET

25 NOV 1968

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for Support
SUBJECT : Federal Personnel Manual System
Letter No. 736

1. This memorandum suggests action on the part of the DCI; this action is contained in paragraph 6.

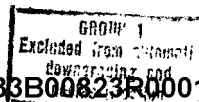
2. The Chairman of the Civil Service Commission recently issued uniform minimum criteria under Federal Personnel Manual System Letter No. 736 to be used by all agencies which conduct full field investigations of employees and applicants for appointment to critical-sensitive positions in the competitive service.

3. There has been a substantial degree of uniformity in the past, but this is the first time Government-wide standards have been issued. The criteria also includes the use of the polygraph relative to agencies and parts of agencies which have intelligence or counterintelligence missions directly affecting the national security and approaching in sensitivity the mission of CIA.

4. Although the Agency has been specifically exempted from the manual, it is the desire of the Agency, as in the past, to follow the Civil Service Commission procedures as closely as possible.

5. We feel that the first step in implementing this policy which is substantially directed against the invasion of privacy is a memorandum, such as the attached, from you to the Director of Security outlining your concern.

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6. Accordingly, it is recommended that the attached memorandum be approved with your signature.

[Redacted Signature Box]

Howard J. Osborn
Director of Security

25X1A

Att

CONCURRENCES:

R. L. Bannerman
Deputy Director
for Support

Date

L. K. White
Executive Director-Comptroller

Date

The recommendation contained in paragraph 6 is approved.

Richard Helms
Director

Date

Distribution:

Orig. - Return to OS

1 - DDCI

1 - ER

2 - DDS

1 - D/Security

1 - EPD

1 - Chrono

25X1A

SA/EPD/OS/[Redacted]/tb (18 Nov 68, x5961)

SECRET

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	11/18/68	P
2	C/Executive Staff	22 NOV 1968	R.H.
3	DD/IOS	22 NOV 1968	J.P.W.
4	DD/PS	11/18	W.G.P.
5	D/Security	25 NOV 1968	H
6	DD/Sec	11/26	E.H.

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

25X1A

RE TO RETURN TO SENDER

ADDRESS AND PHONE NO.

DATE

SA/EPD, 4E38, x5961

11/15/68

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SECRET

7 November 1968

MEMORANDUM FOR: Chief, Executive & Planning Division

ATTENTION :



25X1

SUBJECT : CIA Investigative and Polygraph Program

In reply to your request for coordination on your draft of 6 November 1968, subject as above, it is recommended that paragraphs 2 and 3 be rephrased as follows:

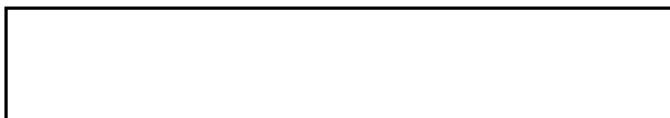
Paragraph 2:

Your office is requested to establish written criteria for polygraph and investigations which will insure an effective personnel security program but still guarantee our applicants and employees the same protection against invasion of privacy as provided members of the competitive service.

Paragraph 3:

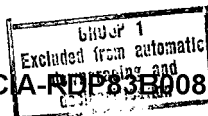
Further, you are to insure that the part of the polygraph program supporting the Clandestine Services guarantees such rights against invasion of privacy as operational considerations may permit.

25X1



Assistant Deputy Director of Security
for Personnel Security

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Approved For Release 2002/05/01 : CIA-RDP83B00823R000100150020-9


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6 November 1968

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My assignment was to revise the attached draft of 29 October 1968 to make it include the Investigative Program as well as the Polygraph Program; also to correct some of the awkward sentence structures.

This effort is the draft of 6 November 1968 which I have been directed to coordinate with you and . Ed has seen the 6 November 1968 draft and approves of it as it now stands.

25X1A

Your coordination is now required in light of the DD/PS interest vis-a-vis the polygraph portion of the draft.



25X1A

DRAFT

6 November 1968

MEMORANDUM FOR: Director of Security

SUBJECT : CIA Investigative and Polygraph Program

1. With the publication of Federal Personnel Manual Letter 736, the Chairman, Civil Service Commission announced a set of standards applicable to the conduct of full field investigations and the use of the polygraph in the competitive service and expressed the hope that equivalent standards would be adopted by agencies in the excepted service.

*In cert
new 2.*

2. Your office is requested to establish written ^{CRITERIA} standards for polygraph and investigations which will ^{GOVT WIDE} ~~circumscribe~~ ^{NEED TO UNDERWRITE} an effective personnel security program guaranteeing the same fairness and respect for our applicants, staff and contract employees as are guaranteed to members of the competitive service.

*In cert
new 3.*

3. Further, you are to assure that the part of the polygraph program supporting the Clandestine Services be as thoroughly prescribed in official memoranda and directives as operational matters permit.

4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph and investigative programs of the Agency ^{THEM} ~~AND~~ to revise the ~~program~~ where necessary to comply with the spirit of the CSC

THIS IS TO BE FOLLOWED BY THE PREPARATION OF
letter, ~~and to prepare the~~ regulations, directives, or other regulatory
material necessary to record Agency policy on each of the topics on
which the CSC requires directives in the competitive service.

5. I shall look to the Executive Director-Comptroller to serve
as the high-level official charged with monitoring of polygraph operations
and investigations to prevent abuses or unwarranted invasions of privacy
and to report to me at least once a year on this matter.

Richard Helms
Director

Approved For Release 2002/05/01 : CIA-RDP83B0

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	11/6	<i>[Signature]</i>
2	<input type="text"/> 25X1A	11/6	<i>[Signature]</i>
3	ADD/IOS		
4	ADD/PS		
5	25X1A		
6	<input type="text"/>		

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Executive Officer

10/31/68

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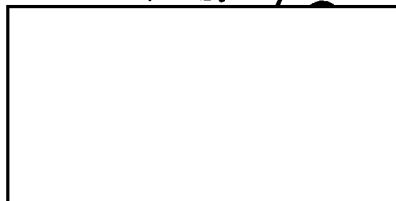
31 October 1968

MEMORANDUM FOR : Chief, EPD

SUBJECT : Federal Personnel Manual System
Letter No. 736 (Use of Polygraph)

1. Mr. Howard Osborn brought this paper in and stated that the idea of a letter from the DCI to the Director of Security concerning subject was an excellent idea. He pointed out, however, that the basic document, that is, Federal Personnel Manual System Letter No. 736, covered more than the use of the polygraph. It also included the scope and coverage of field investigations.

2. It is requested that a copy of the basic letter be reviewed and the proposed memorandum from the DCI expanded to include the coverage of investigations as well as the use of the polygraph. The proposed memorandum from the DCI should be coordinated with the DD/PS and the DD/IOS.



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30 October 1968

MEMORANDUM FOR: Director of Security

SUBJECT : Federal Personnel Manual System Letter
No. 736 (Use of Polygraph)

1. Although the Agency has been specifically exempted from the manual, I understand it is the desire of the Agency to follow the Civil Service Commission procedures as closely as possible. At the present time, we are following the procedures closely but the letter does call for the preparation of certain regulations and directives to cover these procedures.

2. I believe that the first thing to start to implement this letter should be a memorandum such as the attached from the Director to you. Whether the Executive Director - Comptroller or the Deputy Director for Support should be the individual charged with monitoring the program is subject to question.

3. Upon receipt of this memorandum we would then put into effect whatever changes are necessary and reduce our procedures to regulations and directives. The main advantage would be that the writing of the regulations and directives would be under our control and would encounter less coordination problems than if we were to attempt to make this a "package deal".

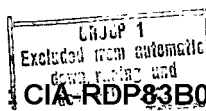


Deputy Director of Security
for Personnel Security

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Att

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ILLEGIB

Approved For Release 2002/05/01 : CIA-RDP83B00823R000100150020-9

Approved For Release 2002/05/01 : CIA-RDP83B00823R000100150020-9

4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph program of the Agency, to revise the program where necessary to comply with the spirit of the CSC letter, and to prepare the Regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

5. I shall look to the Executive Director-Comptroller to serve as the high-level official charged with monitoring of polygraph operations ^{AND INVESTIGATIONS} to prevent abuses or unwarranted invasions of privacy and to report to me ^{NO LATER} ~~no less~~ frequently ~~than~~ once a year ~~on~~ this matter.

Richard Helms
Director

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ATT.

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security	31 OCT 1968	
2	DD/Security		
3	DD/PS		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Para 3 as it stands might present a problem. The omission of the investigative program relative to DD/P operations might raise questions in the mind of some readers of the memo. We, of course, cannot include that phrase in para 2.

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

DD/PS

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10/30/68

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MEMORANDUM FOR: Director of Security

SUBJECT : CIA Investigative and Polygraph Program

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